**Laura M. Sanno**

48 Warner Road

Belchertown, MA 01007

201-724-0911

[njlms@msn.com](mailto:njlms@msn.com)

**Professional Experience**

**Valley Health Medical Group** Corporate Headquarters15 Essex Road, Paramus, NJ 07652

**Insurance Collector – Billing Department**

**November 2004 – May 2009**

Coded and billed patient encounters for six family practice locations

Submitted Medicare, TRICARE, MVA and private insurance claims via electronic and paper formats

Researched and re-billed denied claims, initiated claims appeals, and processed refund requests

Maintained medical records and other documentation necessary for claims processing

Created the “BA Training Manual” providing tools for accurate point-of-service patient registration

Developed “The Process Team” coder training, to facilitate timely reimbursement through clean claims

**Valley Health Medical Group** Corporate Headquarters 15 Essex Road, Paramus, NJ 07652

**Internship Program – Billing Department** Fairleigh DickinsonMasters Certificate Requirement

**September 2004 - October 2004**

Entered charges for patient encounters for six family practice locations

Researched unpaid claims by verifying coverage, interpreting EOB’s, and contacting insurance companies

Obtained and submitted medical records and other documentation required for claim payment and appeals

Assisted the Patient A/R Manager by researching aged accounts, calling patients, and processing payments

**Wolyniec Chiropractic Group** 286 Lincoln Ave, Ridgewood, NJ 07450

**Business Associate** (promoted to) **Office Manager**

**February 2001 - April 2004**

Coordinating all office procedures and policies, supervising a staff of six people

Scheduled appointments, registered patients, verified insurance coverage, and billed for services

Maintained patient/services records, A/R reports, and other data necessary for practice assessment

Facilitated marketing events, seasonal promotions, and edited a quarterly newsletter for patients

**Education**

**Fairleigh Dickinson University** Paramus, NJ

Masters Certificate - Medical Coding and Billing - 2004

**William Paterson University** Wayne, NJ

Bachelor of Arts Degree 1993 - Graduated Suma Cum Laude

**Professional Development and Affiliations**

Member – AAPC American Academy of Professional Coders

Medicare/CMS Provider Educational Programs 2005 - Present

Blue Cross/Blue Shield Provider Seminars 2005 – 2009

AAPC Continuing Education for Billing and Coding Specialists 2007 - Present

**Awards**

The Valley Health System “Service Star Award” 2007

VHMG Billing Department “Be the Key” Certificates of Accomplishment 2006 – 2009